

APPENDIX F. FUNCTIONAL RESPONSIBILITIES OF MTMC, TO, AND CSO

The following chart identifies some of the "primary functional responsibilities of MTMC, TO, and CSO with relation to transportation of SECRET controlled shipments by commercial carriers. Those functional responsibilities charged to MTMC are related to the CONUS. If the field of operation is in Alaska, Hawaii, Puerto Rico, or U.S. possessions or trust territories, those responsibilities charged to MTMC are to be performed by the responsible military Commander designated in appendix E.

## FUNCTIONAL RESPONSIBILITIES OF MTMC , TO, and CSO

No.	Function	MTMC	(See Note 1)		CSO	Remarks
			TO			
1.	Establishes need for a carrier (in coordination with contractor) and requests MTMC to qualify carrier.			X		
2.	Determines if qualified carrier is available to perform required service.					MTMC shall coordinate this function with the Deputy Director (Industrial Security) , HQ DIS to ensure that a cleared carrier is not available. "
3.	If qualified carrier is required and not available, proceeds to qualify a new carrier (that is, determines if carrier is authorized to perform the required services and that the "carrier provides a PSS). "			X		
4.	Requests Deputy Director ( Industrial Security), HQ DIS to authorize carrier to transport SECRET controlled shipments.			X		This action constitutes the request to clear a carrier at the SECRET level.
5.	Executes a "Department of Defense Transportation Security Agreement" with the carrier and processes carrier for a SECRET FCL.				X	The CSO having jurisdiction of the geographical area where the HOF of the carrier is located.

**FUNCTIONAL RESPONSIBILITIES OF MTMC, TO, and CSO**  
(continued)

No.	Function	(see Note 1)			Remarks
		MTMC	TO	CSO	
6.	Processes carrier terminals for SECRET FCL's.			X	
7.	Inspects cleared carrier terminals used for SECRET controlled shipments.			X	
8.	Maintains current records of approved carriers and the terminals used for SECRET controlled shipments.	X		X	<b>Close coordination is required to be effective. The CSO is the one having responsibility for the HOF.</b>
9.	Requests routing instructions for, SECRET controlled shipments.		X		
10*	Furnishes routing instructions for SECRET controlled shipments.	X			
11.	Reports mishandling of SECRET controlled shipments to MTMC and CSO.		X		This report is in addition to those required from carriers, <b>consignors</b> , or consignees,
12.	Assures the BL specifies, "Protective Security- Service required, " and is properly annotated regarding use of government seals.		X		

**NOTES :**

1. The TO, rather than the centering officer, is so designated on this chart to conform with "Remarks" for item 9, appendix C.

2. The above chart pertains only to SECRET controlled shipments. CONFIDENTIAL shipments may be made via cleared or uncleared commercial carriers in accordance with shipping instructions furnished by the TO.